

7 June 78
DCI

UNCLASSIFIED CONFIDENTIAL SECRET

EXECUTIVE SECRETARIAT

Executive Registry

Routing Slip

78-1538/3

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI	X (Task 1)			
3	DD/RM		X		
4	DD/NFA	X (Tasks 2,3,7,9)			
5	DD/CT		X		
6	DD/A	X (Tasks 2,3,5,6,13)			
7	DD/O	X (Tasks 2,3,7,8)			
8	DD/S&T	X (Tasks 2,3,3,12)			
9	GC		X		
10	LC	X (Tasks 10,11)			
11	IG		X		
12	Compt		X (Please inform me)		
13	PA		X		
14	D/EEO				
15	D/Pers				
16	AO/DCI				
17	C/IPS				
18	DCI/SS				
19	EA/DCI	X (Task 4)			
20	ES		X		
21					
22					

SUSPENSE DATE:

Remarks: The DDCI has asked that I convey these tasks to you as appropriate and follow up on each. Mr. Carlucci and his immediate staff will handle Task 1 and the response to Task 2 should be forwarded to him. The remainder of the Tasks are assigned as indicated.

Executive Secretary

2 June 78

Date

3637 (4-78)

25X1

MORI/CDF

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MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Action Items from Retreat of 2-3 June 1978

ST
7 JUN 1978
CLC #78-1977

These are the action items I recall from the retreat of 2-3 June.

If this tracks with your list please follow-through with the appropriate offices.

Task 1 - Mr. Carlucci will review all Directorates' goals for their substance^{and} monitor progress toward their achievement.

The first Review will be in six months time.

Task 2 - The Director asked that each directorate include some specific goal which addresses the personnel situation within that directorate.

Task 3 - The Director tasked each directorate to institute an internal program which stresses positive leadership (requirements and complaints addressed upward, explanation and support downward.)

25X1

Task 4 - [] was tasked to report on the Navy's current program for acclimating personnel to the culture shock of an overseas assignment.

Task 5 - Mr. Blake was tasked to further investigate ways and means available to solve the publication distribution problem.

Task 6 - Mr. Blake was tasked, (as part of the DDA goal to coordinate CIA information handling activity) to:

25X1

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- a)- Evaluate more carefully the organization/location for the coordination function;
- b)- Review current indexing/record keeping so that past document retrieval problems do not plague future managers.

25X1

Task 7 - [] Mr. Bowie were tasked with preparing personalized responses for the Director to forward to field activities which produced noteworthy reports.

Task 8 - DDO/DDS&T were asked by the Director to initiate a series of meetings in which the Director could engage lower level professionals in substantive discussions.

Task 9 - Mr. Stevens was requested to bring to the Director's attention for his special recognition those personnel engaged in less visible analytical projects.

25X1

Task 10 - [] was asked to make arrangements for the Director to increase the number of calls on the Hill made at our initiative. He was also asked to ^{divide} split the contact responsibility for freshman Congressmen between DCI and DDCI. & others.

25X1

Task 11 - [] was given responsibility for the strategy for introducing charter legislation on the Hill.

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Task 12 - Mr. Dirks was tasked to review the reasons behind satellite classification so the Director may reopen the issue if appropriate.

Task 13 - The Director asked that the Security problem be attacked in two direct ways:

- 1) Office of Security increase the briefcase checks for classified material;
- 2) All managers at each level un-confuse the confusion on "openness" and individual employee responsibility to protect information.

STANSFIELD TURNER

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